

NORTH LEBANON TWP
SEWER/ROAD MAINTENANCE POSITION

North Lebanon Twp is looking for a full-time person to perform various sewer and highway maintenance duties. Person must possess a Class B CDL license and a Class E4 operator license for sewer collection lines and pump station work. Hours M-F 7:30-4:00. All applicants must complete a Township application. Application can be picked up at the Township office at 725 Kimmerlings Rd, Lebanon, or printed from our website, www.NorthLebanonTwpPA.gov. Deadline for application submission is 11/30/15. Salary DOE. Great benefit package. EOE

APPLICATION FOR EMPLOYMENT NORTH LEBANON TOWNSHIP

An Equal Opportunity Employer

Please Print All Information

Name _____ () _____
Last First Middle (area code) Daytime Phone

Address _____ () _____
(area code) Cell Phone

City State Zip Code

If, at any time, you were known by another name, list it here.

Last First Middle

Would you prefer to be contacted during ☐ daytime ☐ evening, ☐ doesn't matter

List the title of the job for which you are applying or indicate the type of work you are interested in.

Are you available for: (Check all that apply)

- ☐ Full-time work ☐ Daytime work ☐ Temporary, occasional or seasonal work
☐ Part-time work ☐ Evening or night work

EDUCATION

Circle	Highest Yr Completed	High 9 10 11 12	College/Tech 1 2 3 4 5 6
	Name of School	Address	# Yr Attend Did you Graduate Major Degree
High School			
College, Universities or Technical Schools			

List any other training, seminars, correspondence courses, etc. that would have bearing on your qualifications.

WORK HISTORY

As a minimum, list all jobs and periods of unemployment in the last 20 years, which lasted over 30 days. Include military experience if applicable. Use a blank sheet or an additional form if more space is required. Your current employer will not be contacted without your permission. Start with your present or most recent job.

Current or Most Recent Employer:	Your Job Title:
Address:	Describe Your Duties:
Period of Employment	
Name of Your Supervisor:	
Current or Final Pay Rate:	Why Did You Leave (Or Wish To Leave) This Job?
<u>Employer:</u>	Your Job Title:
Address:	Describe Your Duties:
Period of Employment	
Name of Your Supervisor:	
Final Pay Rate:	Why Did You Leave This Job?
<u>Employer:</u>	Your Job Title:
Address:	Describe Your Duties:
Period of Employment	
Name of Your Supervisor:	
Final Pay Rate:	Why Did You Leave This Job?
<u>Employer:</u>	Your Job Title:
Address:	Describe Your Duties:
Period of Employment	
Name of Your Supervisor:	
Final Pay Rate:	Why Did You Leave This Job?

☐ Check here if more information is attached.

Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodations? ☐ yes ☐ no

QUALIFICATIONS

1. List any licenses or certifications you hold that have a bearing on your qualifications:

2. Have you ever had a license or certification revoked or suspended? ☐yes ☐no
If yes, please explain below.

3. Have you ever been fired or asked to resign from a job? ☐yes ☐no

4. Are you 18 years of age or older? ☐yes ☐no
(If you are under 18, you must present a certificate from your school district stating your eligibility to work.)

5. Are you a citizen of the United States or legally eligible to be employed in the United States of America?
☐yes ☐no

The applicant will be required to provide documentation of identity and employment eligibility prior to starting employment as required by the Immigration Reform and Control Act of 1986.

6. Have you ever been convicted of or pled guilty to a crime other than summary offenses or traffic violations?
☐yes ☐no

If yes, please explain below. (A conviction will not be a disqualification from employment unless it has a bearing on your qualifications.)

Is there any other information we should be aware of which has a bearing on your qualifications for the work for which you are applying? ☐yes ☐no (If yes, list below or on a separate sheet. Do not volunteer any information about your age, sex, religion, race, national origin, or disability.)

List at least three references who know you personally and who are familiar with your work qualifications, and who are not related to you.

Name	How Known	Address	Phone #
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1.

2.

3.

Please answer the following questions only if they are applicable to the type of work you are applying for. If you are applying for a specific position, you should answer the questions on the following list which have been indicated by a check mark before the number. If you are filling out a general application for our files, answer those questions that in your judgment are related to the type of work you are seeking.

1. Can you type? ____yes ____no Speed (correct words per minute) _____.
2. Have you operated any of these listed pieces of standard office equipment?

<input type="checkbox"/> Cash register	<input type="checkbox"/> postage machine	<input type="checkbox"/> transcription device
<input type="checkbox"/> Calculator	<input type="checkbox"/> typewriter	<input type="checkbox"/> telephone (multi line)
<input type="checkbox"/> Computer	<input type="checkbox"/> shredder	<input type="checkbox"/> fax machine
3. Do you possess a valid Pennsylvania motor vehicle operator's license? ____yes ____no
 _____CDL class _____endorsement _____
 License expiration date _____.
4. Check the types of motor vehicles and/or construction equipment you have operated?

<input type="checkbox"/> backhoe	<input type="checkbox"/> flusher truck	<input type="checkbox"/> street sweeper
<input type="checkbox"/> front end loader	<input type="checkbox"/> lawn mowers	<input type="checkbox"/> single axel dump truck
<input type="checkbox"/> leaf machines	<input type="checkbox"/> skid loaders	<input type="checkbox"/> tandem axle
<input type="checkbox"/> grader	<input type="checkbox"/> snow plow	<input type="checkbox"/> list other _____
5. Are you available for occasional overtime work? ____yes ____no
6. Can you begin work within 2 weeks of a job offer? ____yes ____no If no, when? _____
7. Have you ever been refused bond? ____yes ____no
8. Can you understand (U), read (R), speak (S), or write (W) any language other than English
 ____yes ____no

If yes, list:	Language	<u>U</u>	<u>R</u>	<u>S</u>	<u>W</u>
1.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Are you now serving or have you ever served in any branch if the U. S. Military Services including National Guard or Reserves? ____yes ____no

I certify that to the best of my knowledge, the information of this form is correct and complete. I understand that any misrepresentation on this application will be cause for me to be removed from further consideration, or, if I have been hired, may be grounds for my dismissal.

The applicant agrees to submit information to be used for the purpose of a credit and criminal background check in the event that the applicant is selected for any interviews.

Signature

Date

Application Supplement

Essential Function Information

The position of Wastewater Personnel I and Road Crewman requires that you be able to perform the following functions:

See Attached job descriptions

TO THE APPLICANT:

I have received and reviewed the attached list of job functions.

Signature _____ Date _____

WASTEWATER MAINTENANCE PERSONNEL - I

Definition

This employee performs general maintenance work on the Municipal Authority and Township's public wastewater system. Work requires the use of a variety of hand and power tools

This employee receives specific work assignments on a daily basis from the Wastewater Foreman, and is expected to complete them with only limited assistance and guidance.

Duties

- Reports directly to Wastewater Maintenance Foreman for direction whether written, or oral.
- Operates maintenance vehicles to load, transport, and perform maintenance on wastewater system and appurtenances.
- Uses hand and power equipment and tools to perform maintenance on wastewater system & appurtenances.
- Cuts grass, bushes, trees, and branches using hand and power tools.
- Performs any combination of the following tasks pertinent to controlling the operation of the gravity mains, force mains, diversion chambers, flood control chambers, storm water overflow regulators, air relief chambers, and interceptor system.
- Must be Adaptable to situations involving repetitive duties and alert with respect to dangers involved with wastewater gases, etc. Work involves lifting heavy objects, climbing, balancing, stooping, kneeling, walking, crouching, reaching and handling. Employee is subject to noise and vibration fumes, odors, toxic conditions, dust, poor ventilation, and confined spaces, in the work environment.
- Responsible to carryout maintenance responsibilities in absence (vacation, sick, attending seminars, etc.) of Wastewater Foreman. Employee will be notified when responsibility commences & ends by Wastewater Foreman, Assistant Township Manager or Township Manager.
- Employee on call for any malfunctions of wastewater system. Must be available for weekend, and evening call outs as necessary to keep system operable.
- Employee must be familiar with and perform confined space entries utilizing safety equipment as necessary to assure safe conditions.
- Responds to PA One Calls.
- Performs sewer inspections.
- Performs line flushing as scheduled by Wastewater Foreman.
- Performs snow maintenance related work (plowing/cindering) as required and assigned by Roadmaster. This is the only time employee is under the direction of the Roadmaster.

WASTEWATER MAINTENANCE PERSONNEL I (cont'd)

Required Knowledge, Skills, and Abilities

Must be capable of speaking and writing English in a proficient manner.

Knowledge of state laws pertaining to the safe and legal operation of motor vehicles.

Basic mechanical aptitude.

Knowledge and Ability to use a variety of hand and power tools and equipment.

Knowledge and ability to understand and follow oral and written instructions.

General understanding of the principles and operation of automatic flow regulating, sampling and flow recording equipment.

Basic understanding of the force mains, diversion chambers, flood control chambers, storm water overflow regulators, inlets and interceptor system with the ability to perform maintenance and repairs as well as preventive maintenance on related equipment under general supervision.

Knowledge and ability to interpret technical manuals, drawings, specifications, blueprints, and layouts as they relate to the wastewater collection system.

Basic understanding of carpentry.

Basic understanding and ability to operate wastewater flushing, rodding, and vacuuming equipment under general supervision.

General understanding of plumbing as it relates to the wastewater collection system.

Knowledge and ability to perform record keeping under specific guidelines.

Ability to read and write in the English language in order to receive written instructions and job duties from Department head and communicate with other employees, vendors, and residents and make written recommendations to Department Head.

Ability to learn the operation and use of specialized pieces of maintenance equipment.

Ability to learn the operation and use of specialized pieces of equipment pertaining to confined space entries.

Sufficient physical strength and freedom from disabling defects to lift heavy objects and work under adverse weather conditions.

Ability to physically make confined space entry in openings of 23.5"

Training and Experience Required

Education equivalent to completion of the twelfth grade. W.W.I. Certification preferred. Basic knowledge of lift stations and electricity required.

WASTEWATER MAINTENANCE PERSONNEL-I (Cont'd)

Training and Experience Required (Cont'd)

Minimum two years of education at a technical center in the mechanical trade or any equivalent combination of experience and training which provides the "Required knowledge, skills, and abilities" as stated above; and,

Must maintain a minimum Class B CDL driver's license with tanker endorsement obtained within 6 months.

Hold and maintain a valid Wastewater Operator's License for Collection Systems with Pump Stations or above.

ROAD CREWMAN

Definition

This employee performs general maintenance work on township roads. Work requires the use of a variety of hand and power tools and the operation of motorized equipment such as dump trucks, snow plows, mowers, hi-lifts, backhoes, and graders. The employee receives specific work assignments on a daily basis from the Road Foreman, and is expected to complete them with only limited assistance and guidance.

Duties

- This employee reports directly to the Roadmaster for direction whether written or oral.
- Patches road surfaces by cleaning potholes, applying patching materials, leveling, and packing. Cleans and seals surface cracks.
- Installs guiderails, road signs, storm sewers, etc. and all related road maintenance as directed by Roadmaster.
- Cleans dirt and refuse from ditches and other drainage structures.
- Operates maintenance vehicles to load, transport, and apply construction materials to road surfaces.
- Uses hand and power equipment to excavate drainage ditches and prepare roadways for other types of construction.
- Drives snowplow and applies snow and ice control materials as directed by Roadmaster.
- Cuts grass, bushes, trees, and branches using hand and power tools.
- Performs spring/fall clean up and leaf collection as scheduled by Roadmaster.
- Performs yard waste facility related work.
- Performs work related to the collection of recyclable materials.
- Assists Sewer Department, Building Maintenance, Recreation, and Mechanic as may be necessary for certain jobs where additional help is warranted as determined by the Roadmaster or Township Manager.
- Performs related work as required by Roadmaster.

Required Knowledge, Skills, and Abilities

Must be capable of understanding, speaking, writing, and reading English in a proficient manner in order to receive written and oral instructions and job duties from department heads.

Knowledge of state laws pertaining to the operation of motor vehicles.

Skill in the operation of motor vehicles.

Ability to learn and operate specialized pieces of maintenance equipment.

Ability to learn and carry out routine mechanic operations.

Ability to perform physical manual labor and other physical requirements of the job to perform job assignments.

Sufficient physical strength to lift heavy objects and work under adverse weather conditions.

Must be willing and able to work extended hours in storm and emergency situations.

Must be available for emergency call out 24/7/365.

Training and Experience Required

High school diploma or equivalent preferred but not required (in certain circumstances) with work experience in either construction or a maintenance department with a municipality. New hirees will be scored, which includes a high school diploma or equivalent.

Must maintain a minimum Class B CDL driver's license. Tanker endorsement helpful, but not required.

APPLICATION FOR CDL EMPLOYMENT

Employer _____
Street Address _____
City, State, Zip _____

Employer _____
Street Address _____
City, State, Zip _____

Employer _____
Street Address _____
City, State, Zip _____

Attach extra sheets if more space is needed for any of the following answers.

Print Applicant's Name _____

Current Address _____
(Street) (City) (State) (Zip)

Date of Birth _____ Social Security Number _____

Addresses for past three years:

Address _____
(Street) (City) (State) (Zip)

Address	(Street)	(City)	(State)	(Zip)
	(Street)	(City)	(State)	(Zip)

List all Valid Commercial Motor Vehicle Licenses and/or Permits		
Issuing State	License Number	Expiration Date

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Issuing State	License Number	Expiration Date

Nature and Extent of Driving Experience			
Type of equipment	Date from:	Date to:	Total miles driven:

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Type of equipment	Date from:	Date to:	Total miles driven:

Accident Record for past 3 years			
Date of accident:	Nature of accident	# fatalities	# injuries

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Date of accident:	Nature of accident	# fatalities	# injuries

Over ...

Traffic Convictions (other than parking) and Bond Forfeitures in past 3 years			
Location	Date	Charge	Penalty

Operating Privileges

Have you ever been denied a license, permit, or privilege to operate a motor vehicle? Yes ____ No ____
 Has any license, permit, or privilege ever been suspended or revoked? Yes ____ No ____

If any answer is "Yes", attach a statement giving details.

Employment Record for Past 10 Years

Last Employer _____
 Street Address _____
 City, State, Zip _____ From: _____ To: _____
 Reason for leaving _____

2nd Last Employer _____
 Street Address _____
 City, State, Zip _____ From: _____ To: _____
 Reason for leaving _____

3rd Last Employer _____
 Street Address _____
 City, State, Zip _____ From: _____ To: _____
 Reason for leaving _____

TO BE READ AND SIGNED BY APPLICANT

By signing below, I certify that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

 Applicant's signature

 Today's Date

NOTE: This employer may require an applicant to provide additional information than is required by the Federal Motor Carrier Safety Regulations. The information provided above and from previous employers may be used for the purpose of investigating the applicant's work history.

Request for CDL Employment Information from All Employers in Past 3 Years

Date: _____

To: _____

From: _____

Driver Name: _____

Driver SSN: _____

The above-named individual has advised us that he/she was employed by you in a CDL capacity within the past three years. Federal CDL regulations (49 CFR 391.23 (a)(2)) require that we obtain comments regarding this driver's employment record from each employer of the past three years. Once completed by you, please return this form to our address above.

What kind of work did this person do for you? _____

Was this person a safe and efficient driver? _____

Dates of any accidents this person was involved in: _____

Was this person's general conduct satisfactory? _____

Is this person competent for the position sought? _____

Reason for leaving your employ: _____

	Excellent	Good	Fair	Poor
Quality of work	_____	_____	_____	_____
Cooperation with others	_____	_____	_____	_____
Safety habits	_____	_____	_____	_____
Personal habits	_____	_____	_____	_____
Driving skill	_____	_____	_____	_____
Attitude	_____	_____	_____	_____

Name of commentor from previous employer

Commentor's Title

AUTHORIZATION TO RELEASE REQUIRED INFORMATION

I, _____, hereby specifically authorize this employer to
obtain the information listed above from my previous employers.

SIGN HERE

Driver's signature: _____

Date: _____

Request for CDL Drug and Alcohol Testing Results from All Employers in Past 2 Years

Date: _____

To: _____

From: _____

SIGN HERE

Driver Name: _____

Driver SSN: _____

The above-named individual has advised us that he/she was employed by you in a CDL capacity within the past two years. Before allowing this new employee to engage in CDL activities, federal CDL regulations (49 CFR 382.413) require that we obtain information regarding this driver's past drug and alcohol test results, including any refusals to be tested, during the past two years. In accordance with these regulations, provided below is the driver's written authorization for release of the following information to us. Once completed by you, please return this form to our address above.

REQUIRED INFORMATION

1. Has this person tested positive for a controlled substance in the last two years?
____ Yes ____ No
2. Has this person had a confirmation alcohol test of 0.04 or greater in the last two years?
____ Yes ____ No
3. Has this person refused a required CDL drug or alcohol test in the last two years?
____ Yes ____ No
4. If "Yes" to any of the questions above, please provide the name and phone number of the substance abuse professional which provided the required counseling for this person:

AUTHORIZATION TO RELEASE REQUIRED INFORMATION

I, _____, hereby specifically authorize this employer to obtain the information listed above as a condition of my performing CDL activities for this employer.

SIGN HERE

Driver's signature

Date

PSATS CDL Program Pre-CDL Employment Drug Test Notice Form

In applying for a job with this employer which requires a commercial driver's license (CDL), I understand that federal regulations require this employer to test applicants for CDL positions for the presence of illegal drugs in their body before the employer can offer me CDL employment.

I understand that a confirmed positive pre-CDL employment drug test will prevent me from being hired. I understand that I will not be hired if I refuse to take this test. I understand that I will not be hired if I refuse to release prior test results and/or other required information from previous employers. I understand that the test result obtained by this employer will be kept confidential and handled by authorized personnel.

I hereby acknowledge that I have been informed by

North Lebanon Township

(Employer)

of the need to submit to a pre-CDL employment drug test

on _____, 200__, at _____ (am) (pm).

Applicant's Signature

Applicant's Social Security Number

Print Applicant's Name

Date and Time

SIGN HERE

*Note: A signed copy of this form must be
permanently maintained in this employee's file.*